



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date March 22, 2005

**CLASSIFICATION:** **ACCOUNTING TECHNICIAN**  
1 Position – Permanent/Full Time

**FINAL FILING DATE:** **March 29, 2005**

**SALARY:** \$2465 - \$2998

**POSITION LOCATION:** OMB, Accounting Office, 1515 K Street, Sacramento

### **DUTIES AND RESPONSIBILITIES**

Under the direction and supervision of the Accounting Officer (Supervisor), this position is responsible for the audit and input of Time and Charges Statements into the Department's Local Area Network Database; interacting with departmental program staff and licensees regarding discrepancies to ensure timely process of billings; generating and coding billing invoices for input into CALSTARS reporting system, which includes generating first and second delinquency notices and posting revocation and surrenders; ensuring that all necessary collection efforts have been exhausted, performing accounts receivable write-offs in accordance with State Administrative Manual, Board of Control, and Departmental rules; processing and releasing of the Department's payroll; coordinating with Personnel to ensure that payroll is released timely and that it is distributed to the correct destination; and performing other related duties.

### **DESIRABLE QUALIFICATIONS**

- ◆ Ability to adjust to shifting priorities and meet deadlines.
- ◆ Ability to work independently.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

**WHO MAY APPLY**—EMPLOYEES CURRENTLY AT THE ACCOUNTING TECHNICIAN LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY AND ARE REACHABLE (IN TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Rachael Shockey at (916) 322-1084 or CALNET 8-492-1084. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#04-OMB0048** under the job title).

**SUBMIT APPLICATION AND RESUME TO:** Department of Corporations  
Human Resources Office  
Attention: Kiley Hanchen (#04-OMB0048)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 327-8914 or CALNET 8-467-8914

**RPA#04-OMB0048 ca**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.